

## CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179

Department: Health Care Services

Revision Date: 6/1/09

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	contract delays, schedule changes, external dependencies, resource constraints	overall project delays, additional costs	adjust schedule
2. Were any key milestones or deliverables rescheduled?	Yes	contract delays, schedule changes, external dependencies	overall project delays, additional costs	adjust schedule
3. Was work done that was not planned?	Yes	Change requests submitted (SD/MC II - Eliminate Fax Validation)	No overall schedule impact; improved customer satisfaction	Complete and test the changes
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	Yes	Change requests submitted (SD/MC II - Eliminate Fax Validation)	No overall schedule impact; improved customer satisfaction	Complete and test the changes
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Change requests submitted	SD/MC II end-to-end testing delayed; no overall schedule impact; improved customer satisfaction	Complete and test the changes
8. Are there any new major issues?	Yes	Hiring freeze	May prevent the ability to hire state staff into critical project roles	Explore exemption criteria, if any; explore contracting options
9. Are there any staffing problems?	Yes	Expiring positions, contracting issues, need enterprise external testing manager	Will not be able to maintain project solutions or address current projects	Prepare SPR 8 and BCP; hire enterprise external testing manager; recruit for state replacement

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	820 P2 project DD&I contract tasks will be further delayed	Pursue expedited contract execution
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Delayed completion, adequate resources will be in place	Obtain sponsor approvals, prepare SPR 8
3. Is there any unplanned work that needs to be done?	Yes	New sub-projects required for new federal transactions and code sets standards (HIPAA-2), extension of staffing, additional costs	Prepare SPR 8 and BCP
4. Are there any expected or recommended changes to scope?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Prepare SPR 8
5. Are there any tasks not originally estimated that will need to be added?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Prepare SPR 8
6. Are there any tasks or milestones that should be removed from the plan?	Yes	None; the VRDL project is not needed	Update in SPR
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	820 P2 project DD&I contract tasks will be further delayed	Pursue expedited contract execution; work with vendor on accelerating schedule
8. Are any major new issues foreseeable?	Yes	Delayed approval of enhanced federal funding to begin HIPAA-2	Work with CMS to obtain approval
9. Are any staffing problems anticipated?	Yes	Limited-term positions expire June 2010; will not be able to maintain project solutions and HIPAA compliance, or address HIPAA-2 requirements	Prepare SPR 8 and BCP

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external dependencies; implementation date delayed	
Medical Supplies Downstream Impacts Remediation and Implementation	2/28/09	6/30/09	Delayed	External dependencies, staffing delays; implementation date delayed	
Security Remediation	6/30/09	6/30/09	On Target		
820 (Capitation and Premium Payment) Phase 2 Design	3/31/08	8/31/09	Delayed	Contracting delays; implementation date delayed	
834 (Enrollment/Disenrollment) Phase 2 Project Planning	9/30/08	7/31/09	Delayed	Delayed trigger to start work, resource limitations; implementation date delayed	

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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
OneTime Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost	X			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external dependencies; implementation date delayed	
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\* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
One Time Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost	X			



**CA-PMM****Project Name:** HIPAA-1**OCIO Project #:** 4260-179**Department:** Health Care Services**Revision Date:** 6/1/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	1
	Moderately Effective	1	
	Ineffective	2	
Total			7

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale